Overview
Manage Competencies is the CHRIS module that is used for tracking and storing competency information for positions and employees. Currently this module is used only to track and store information regarding Technical Qualification Program (TQP) information. This manual addresses the processes and business rules for TQP.

Setting Up Competency Types

"Competency Type" is a grouping of competencies for a specific area or function. Competency type generally uses an abbreviation for a qualification standard.*

Use the following format to name the "Competency Type ID" for office/facility specific standards. Enter your site's two-character site/office designator. There are four additional characters to use at your discretion. Do not use any punctuation.

Example: NVU12A

Use the following two-character site/office designator when entering a competency.

| Organization	Two-Character Site/Office Designator
Albuquerque	AL
Oak Ridge	OR
Oakland	OO
Savannah River	SR
Idaho	ID
Richland	RL
Rocky Flats	RF
Ohio	OH
Nevada	NV
Defense Programs	DP
Environmental Management	EM
Environmental Safety and Health	EH
Office of Security	SO

Adding a Competency Type

To add a competency type:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Manage Competencies (GBL)."

* DOE-wide TQP competency types are centrally loaded and maintained at corporate level. These include GB (General Technical Base) and all functional qualification areas (e.g., EM).

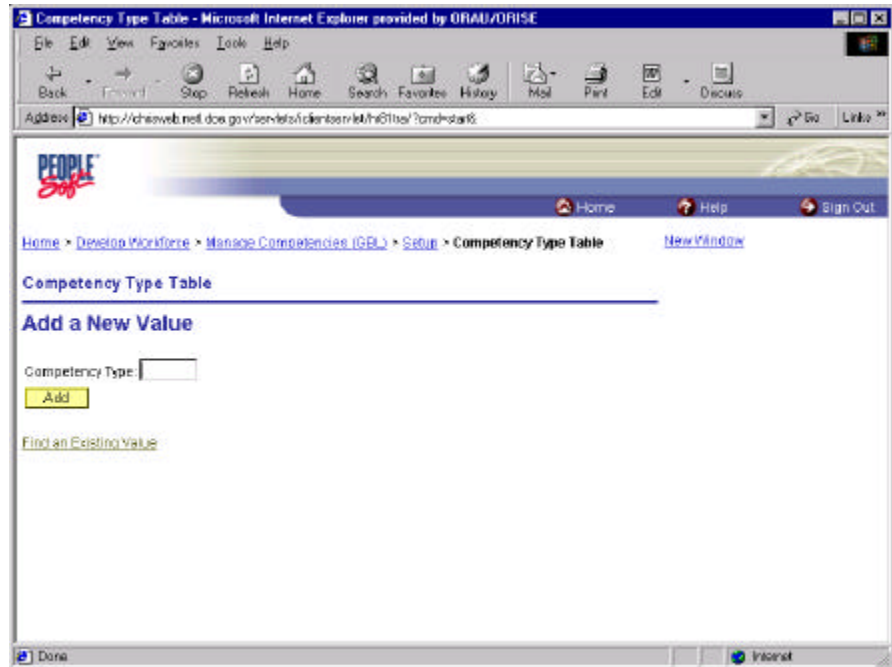3.   Click on "Setup."

4.   Click on "Competency Type Table."
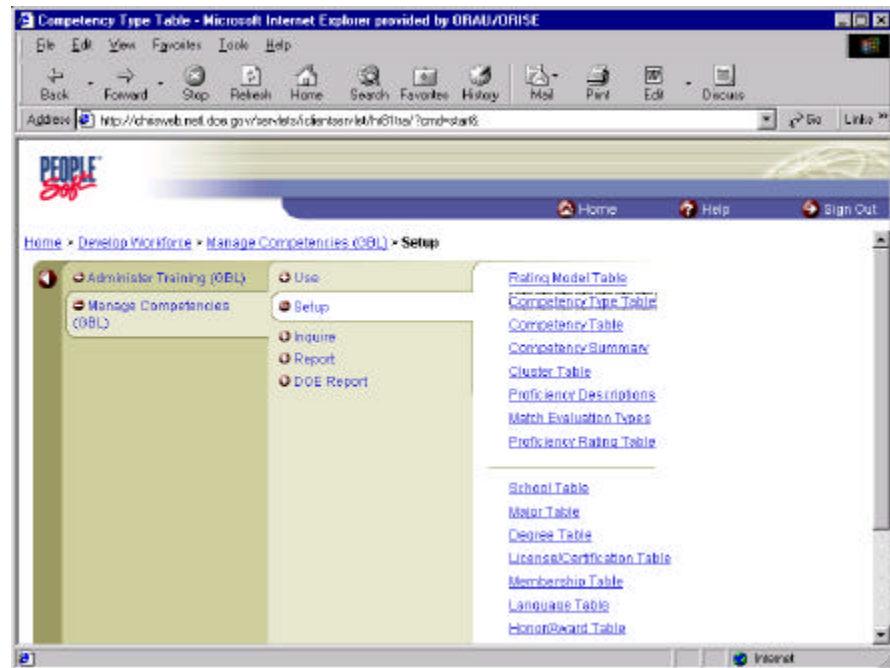
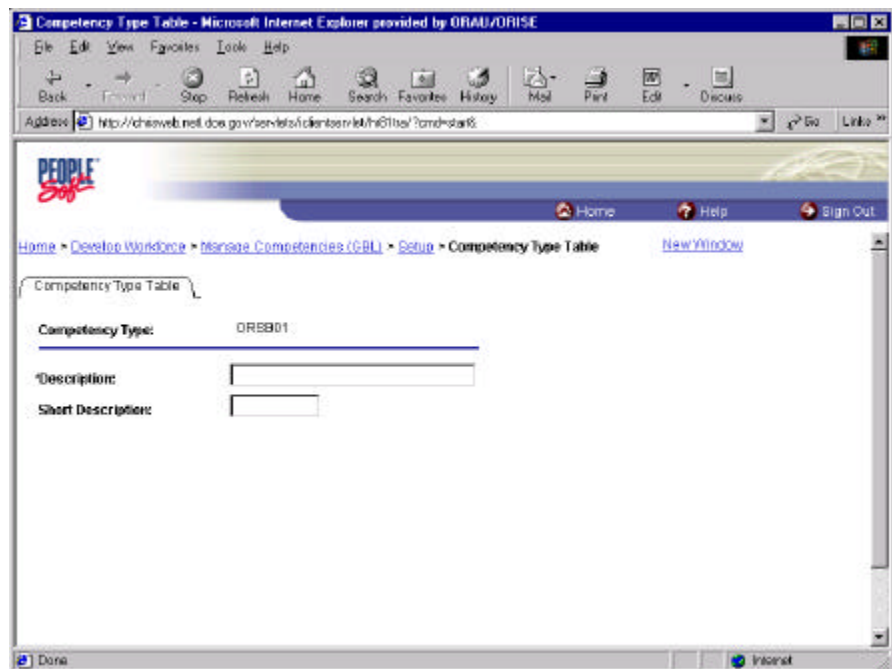The "Competency Type Table" screen is displayed.
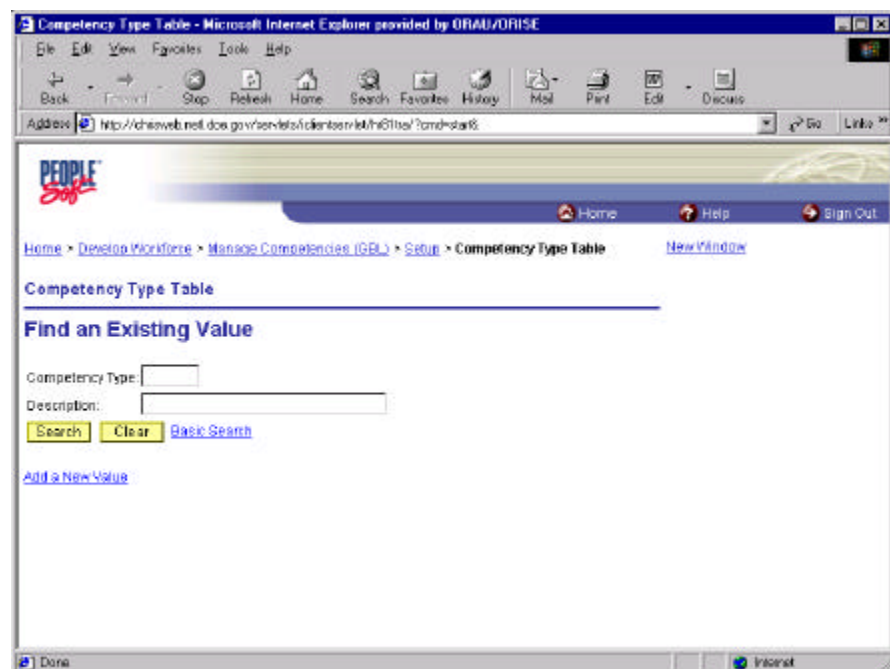
5.   Click on "Add a New Value."

The "Add a New Value" screen is displayed.

6.   Enter the new "Competency Type" and click on the "Add" button.

The "Competency Type Table" screen is displayed.

7.   Enter a description of the competency in the "Description" field.

     Note: The description can be up to 30 characters long (usually the standard's title). The "Short Description" populates with the first 10 characters of the "Description."

8.   Click on the "Save" button. The competency type has been added to the system.

9.   Click on the to add additional "Competency Types" and follow steps 4-8.

| Setting Up Competencies | Competencies that are not implemented DOE-wide, are referred to as Site- or office-specific competencies. DOE-wide competencies are centrally loaded and maintained at corporate level. Site- and office-specific competencies are loaded locally. To add site- or office-specific competencies: |

1.   At the "Home" screen, click on "Develop Workforce."

2.   Click on "Manage Competencies (GBL)."
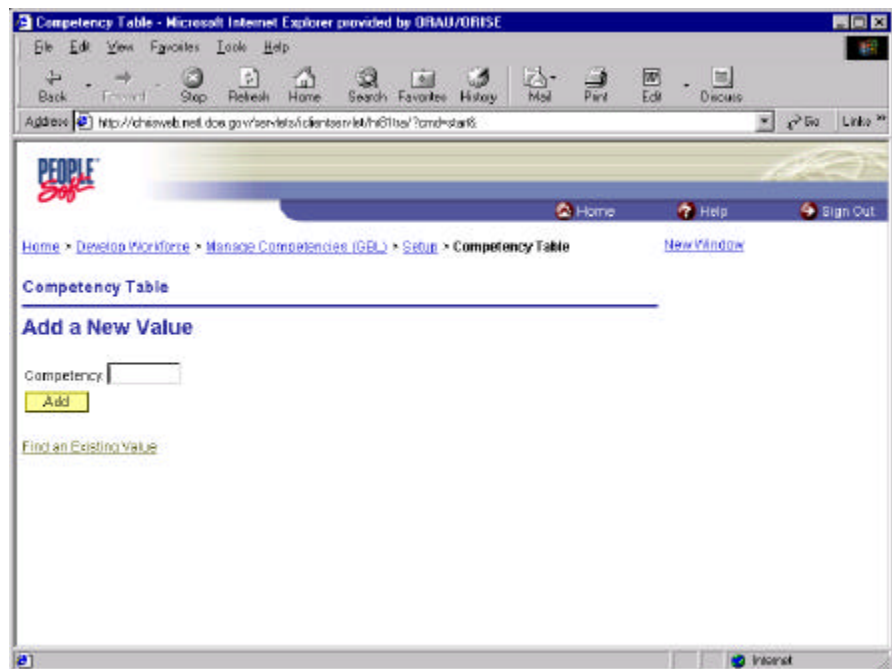
3.   Click on "Setup."

4.   Click on "Competency Table."
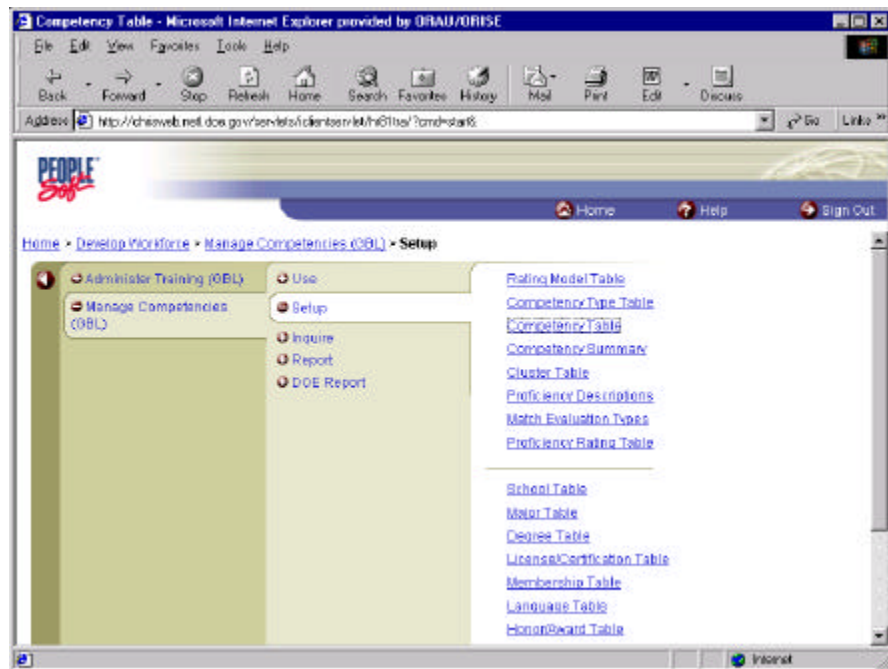
The "Competency Table" screen is displayed.
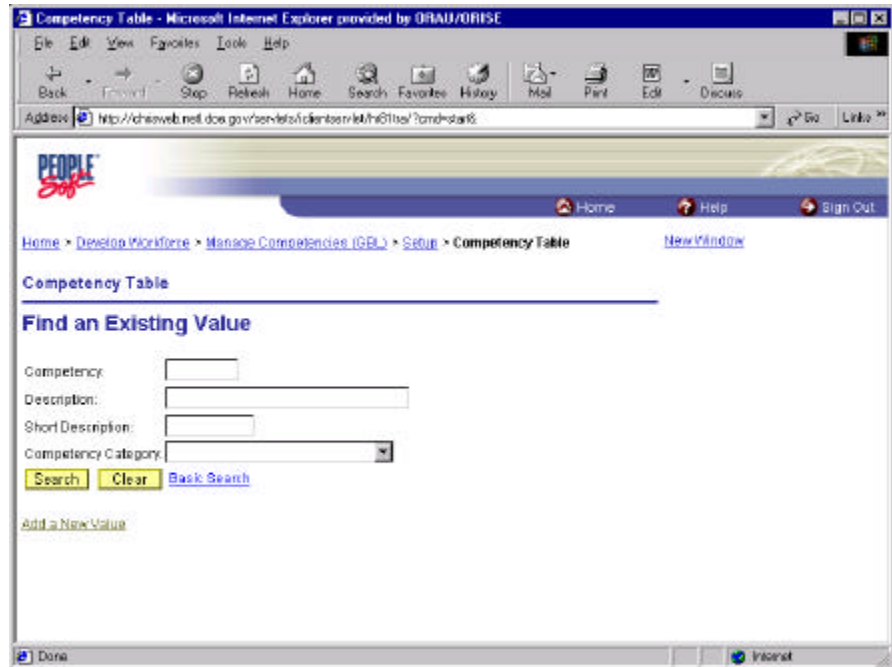
5.   Click on "Add a New Value."

The "Add a New Value" screen is displayed.

6. Enter the competency ID number in the "Competency" field.

> **Note:** This is a system tracking number. It allows the tables to relate to each other.

BUSINESS RULE

Use the following numbering format for competency ID number: Use the two-character field designator. Key in the next consecutive number using the following format.

Example: OR000001

Your two-character site/office designator.

To locate the last number used:
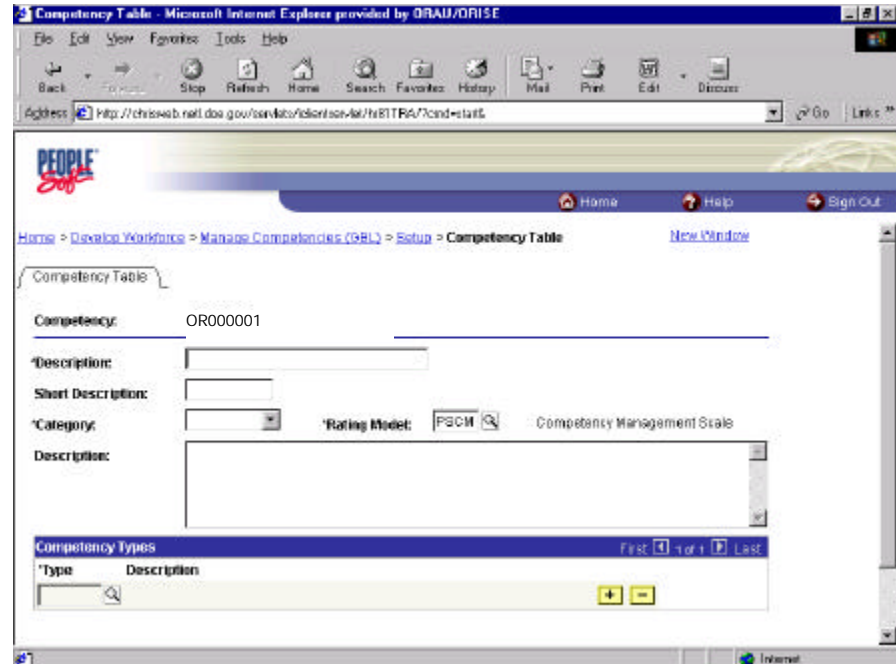
Click on "Setup">"Competency Table" and type your site designator in the "Competency" field and click on "Search."

The list of competencies will be displayed and the system will indicate the number of competencies. If there are more than 300 competencies only the first 300 will be displayed. To access those beyond 300, type your site code and 0003 (i.e., OR0003) in the competency field and click "OK." The screen will display the number in the 300 group. If more competencies exist beyond 000399, type the site code and 0004 to access those competencies.

7. Click the "Add" button.

The "Competency Table" screen is displayed.

8. Enter a description of the competency in the "Description" field.

BUSINESS RULE

For "Description," key in the two-character field designator and a space. All characters after that are the choice of the local organization.

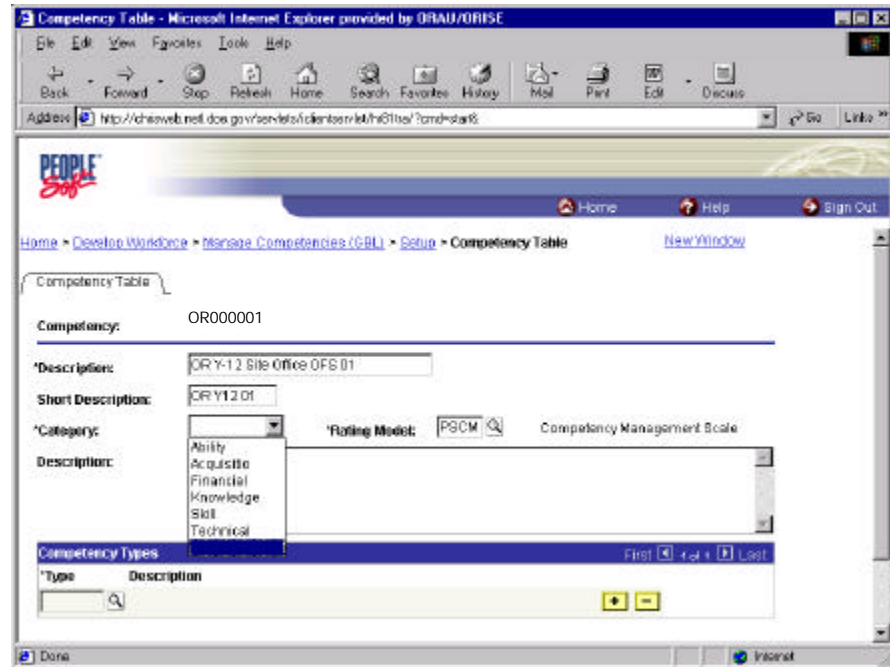Example: OR Y12 Site Office OFS 01

Because these descriptions all reference one specific competency, the description and short description should contain the number of the competency.

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9. Enter a short description in the "Short Description" field.

Example: ORY1201

10. Click on the down arrow next to the "Category" field.

A list of categories is displayed.

11.   Select "Technical."

12.   Key in the competency statement in the "Description" field.

     Note: DO NOT include the supporting knowledge and skills.

13.   Click on the magnifying glass next to the "Type" field.

The "Lookup Type" screen is displayed.
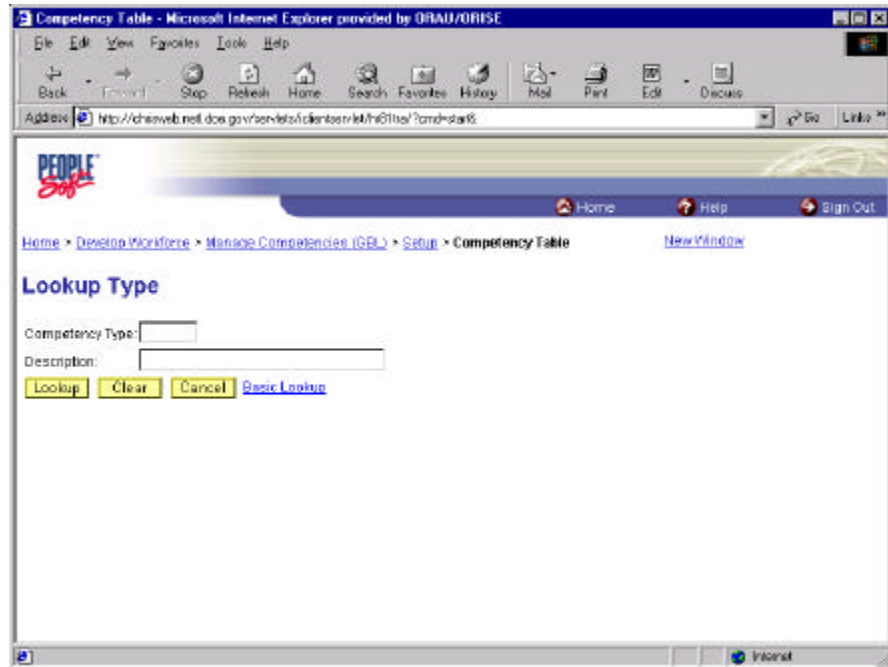
14. Enter the competency type if known or click the "Lookup" button.

Note: All competency types for your office/facility-specific competencies begin with your site's two-character site/office designator.

A list of "Competencies Types" is displayed.
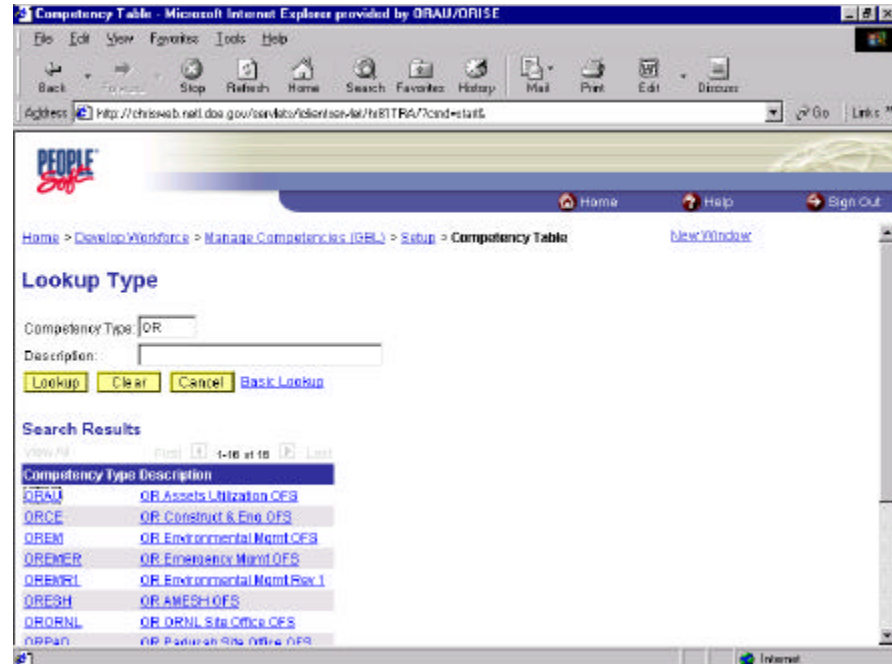
15. Select the appropriate type.

    The selected type is displayed in the "Type" field with a short description.
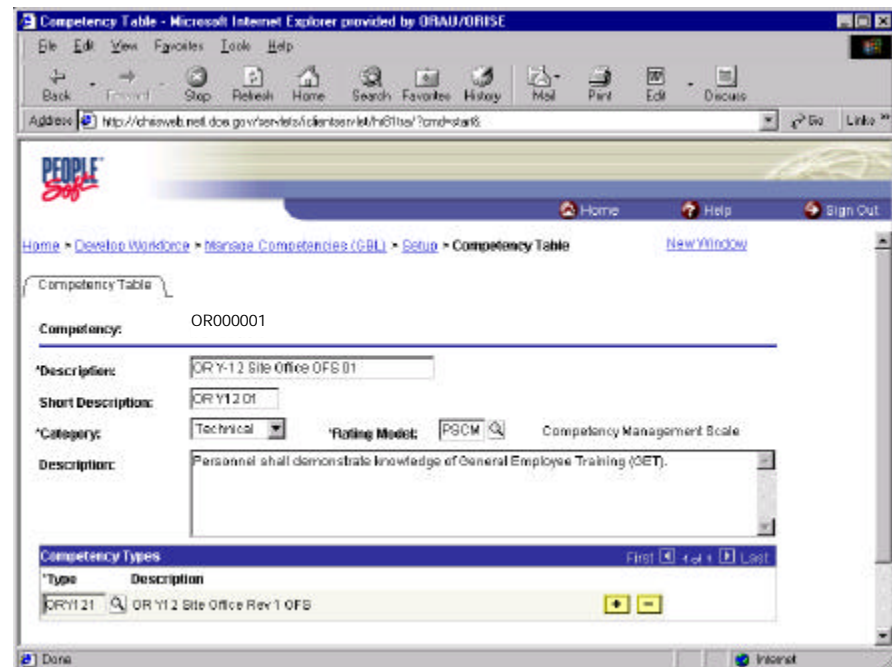
16.   Click on the "Save" button.

17.   Click on the button to add additional competencies.

      Note: Follow steps 6-17 to add additional competencies.

Initial Assignment of Competencies to a Position	If a position does not have competencies associated with it, they must be assigned. This is considered the "initial" assignment and the following steps are used. If the position **has had** competencies assigned to it, see the "Assigning Additional Competencies to a Position" section of this manual.
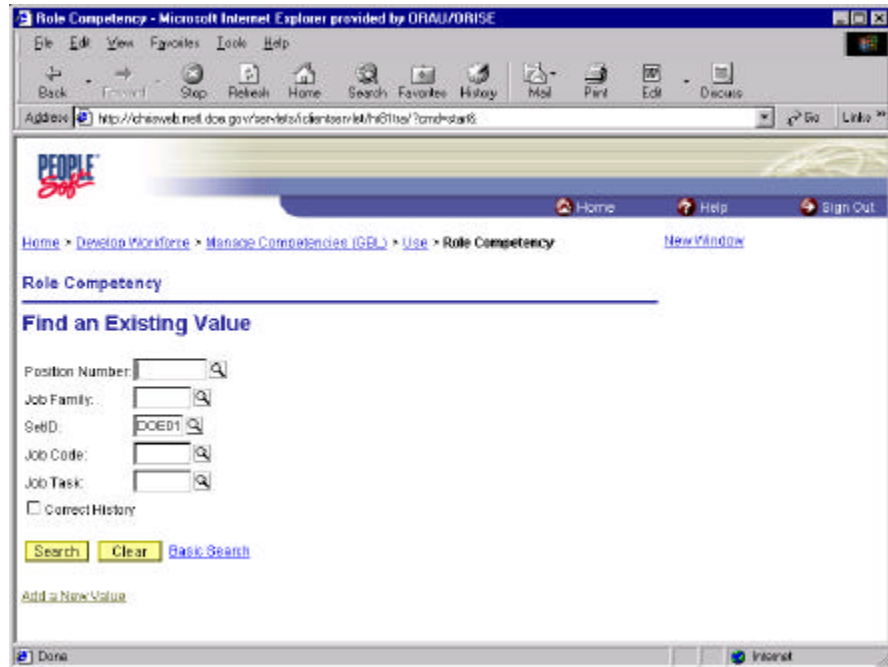
To assign competencies to a position that has **NOT** had competencies associated with it:

1. At the "Home" screen, click on "Develop Workforce."

2. Click on "Manage Competencies (GBL)."

3. Click on "Use."

4. Click on "Role Competency."

The "Role Competency" screen is displayed.

5.   Click on "Add a New Value."

The "Add a New Value" screen is displayed.

6.   Enter the position number in the "Position Number" field and click
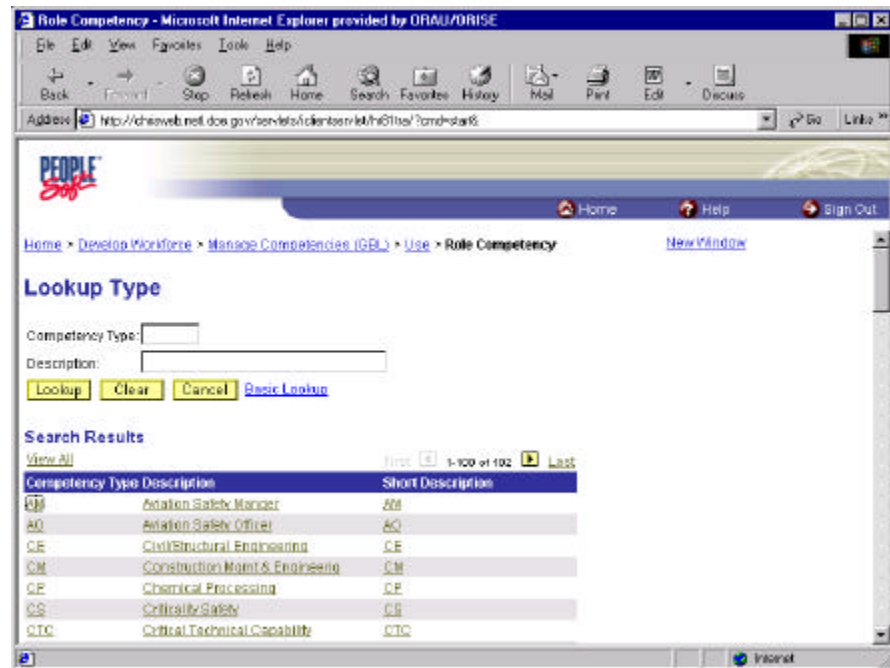   on the "Add" button.

      The "Role Competency" screen is displayed.

7.   Click on the magnifying glass to the right of the "Type" field.

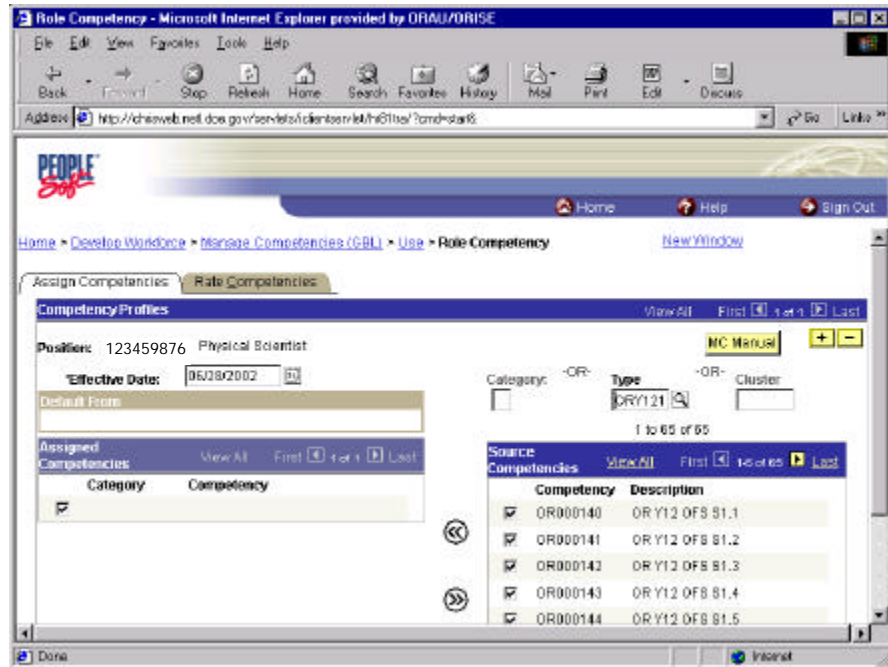   The "Lookup Type" screen is displayed.

8.   Click on the "Lookup" button.

A list of "Competency Type Descriptions" is displayed.

9.   Select the appropriate type.

The competencies associated with the selected "Type" are displayed.

10. Click on the "Competency Add" button. (The double arrow button in the middle of the screen that points to the left.)

   Note: If you want to add only certain competencies from this list, deselect the competencies you don't want to add by clicking on the check mark to the left of the competency.

The selected competencies display in the "Assigned Competencies" area.
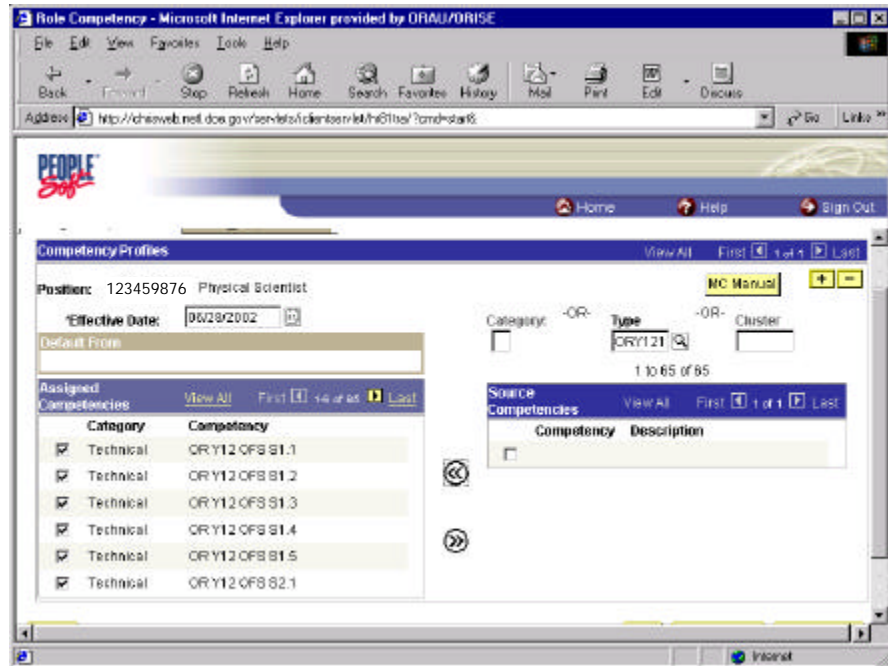
11. Click on "Save."

To associate competencies from another standard, follow steps 8-10 above.

Note: Steps 12-19 MUST be followed to ensure the competencies that were assigned, will display in TQP ESS.

To ensure the competencies will display in TQP ESS:

At the "Home" screen, click on "Develop Workforce."

12. Click on "Manage Competencies (GBL)."

13. Click on "Use."

14. Click on "Competencies."
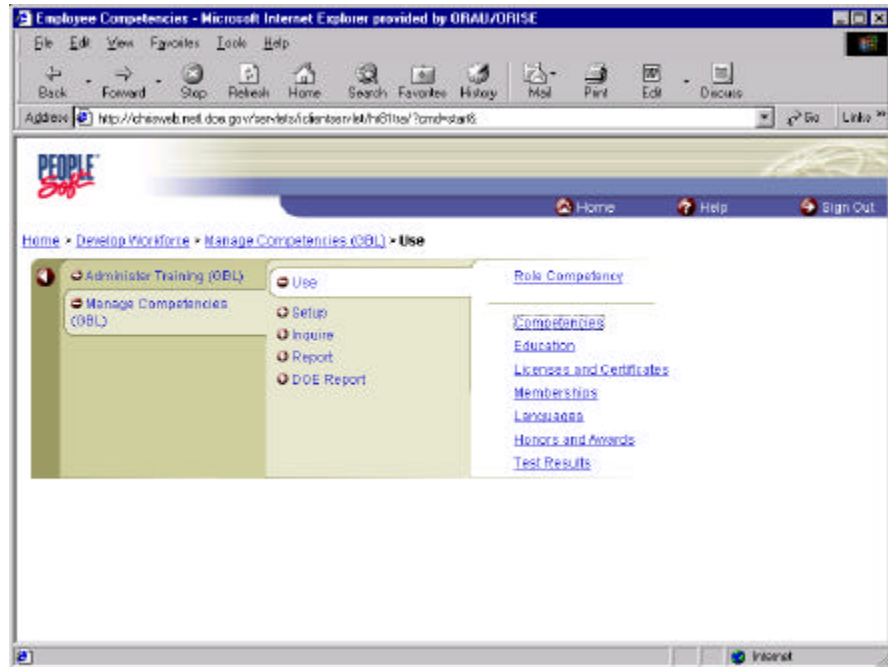
The "Find an Existing Value" screen is displayed.
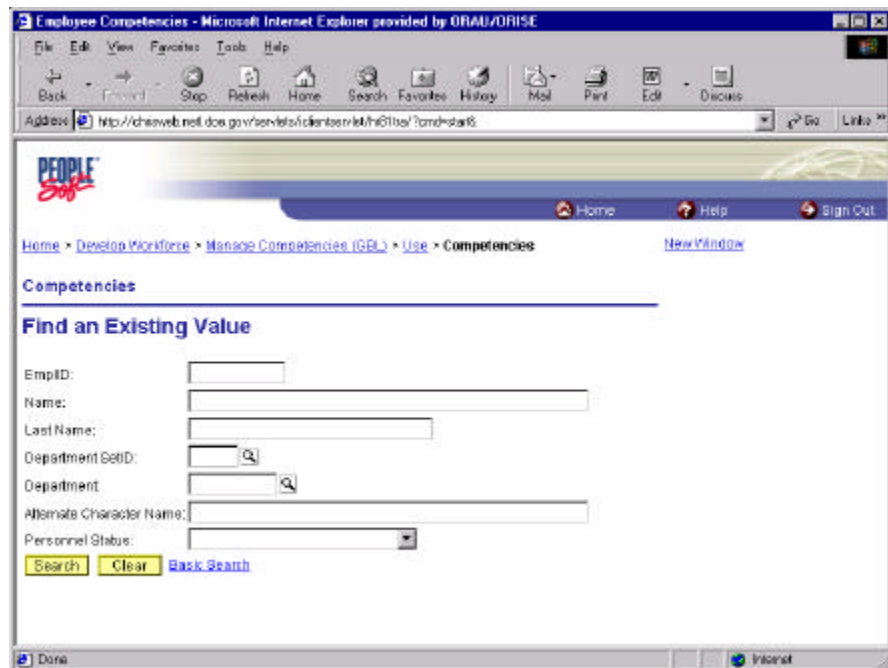
15. Enter the employee's last name in the "Last Name" field and click on the search button.

The "Competency" screen for the individual is displayed.

16. Enter the primary functional area or click on the magnifying glass to the right of the "Primary Functional Area" field.

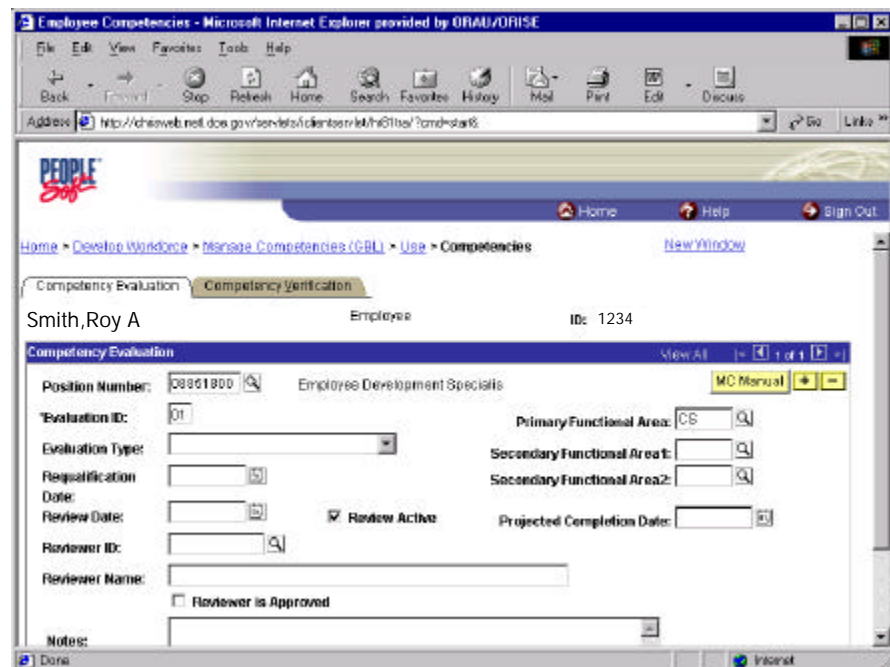The "Lookup Primary Functional Area" screen is displayed.

A list of functional areas is displayed.
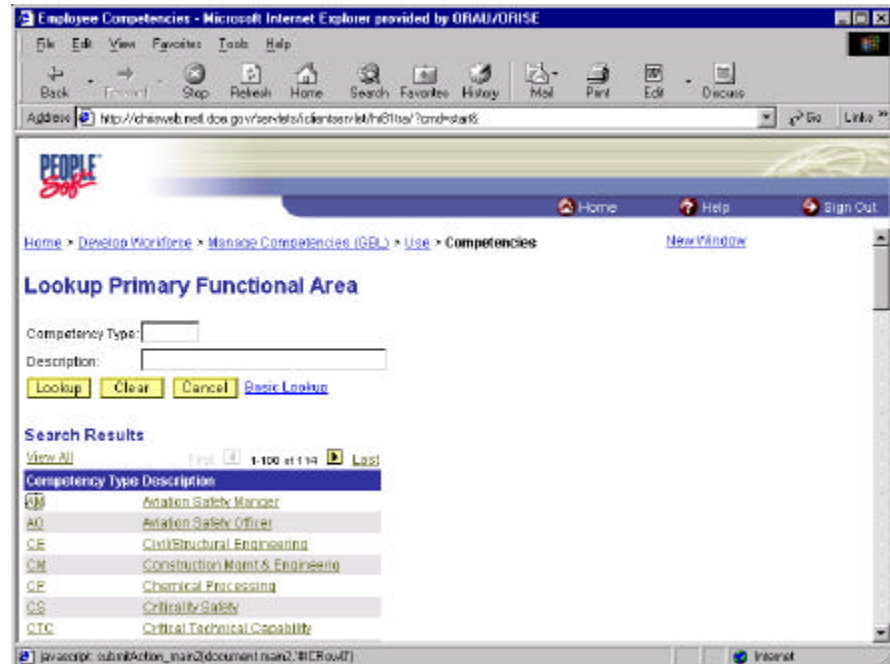
17. Select the appropriate functional area.

   The selected functional area is displayed in the "Primary Functional Area" field.

   Note: If applicable, fill in the "Secondary Functional Area" fields.

18. Enter the projected completion date in the "Projected Completion Date" field.

19. Click on "Save."